

# **CITY OF LONG BEACH**

## **LONG BEACH POLICE DEPARTMENT**

### **REASSIGNMENT FOR TRAINING or TRANSFER OPPORTUNITY**

#### **Administrative Analyst III**

**(\$24.773 - \$33.704 per hour)**

The Police Department's Fiscal Division has an immediate opening for a permanent/full-time Administrative Analyst III. This position reports to the Fiscal Division Administrator, assisting in the management of the Police Department's budget. A highly qualified Assistant Administrative Analyst may also be considered for this position.

#### **EXAMPLES OF DUTIES**

- Assists with preparation and administration of the Police Department's \$163 million budget
- Prepares monthly and biweekly financial reports and analyses
- Prepares billings for Police Department services
- Performs complex and detailed cost analyses
- Supervises the Police Department's Storekeeper II
- Prepares Journal Vouchers and Budget Adjustments
- Conducts departmental fiscal training as needed
- Responsible for the Police Department's fixed assets
- Performs other related duties as required

#### **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a closely-related field
- Ability to work independently with minimal direction and supervision
- Ability to work well with people at all levels of the organization
- Ability to prioritize and work under deadlines
- Proficiency with FAMIS, Microsoft Excel and Microsoft Word
- Cost Accounting training and/or experience is highly desirable
- A working knowledge of the City's budget preparation procedures and the BPREP/BPS system is highly desirable

#### **SELECTION PROCEDURES**

All interested candidates are to submit an application package consisting of a letter of interest and a resume. Resumes will be reviewed for experience and education as they relate to the position. The most qualified candidates will be invited to participate in further selection procedures. Application packages will be accepted until **4:30 p.m., Tuesday, February 8, 2005**. The successful candidate will be required to complete a thorough background investigation by the Police Department. If you require an accommodation because of a disability in order to participate in any phase of the application process, please advise when submitting your application. **SUBMIT APPLICATION PACKAGE BY TUESDAY, FEBRUARY 8, 2005, TO:**

Michael Breen, Administrator, Fiscal Division  
Long Beach Police Department  
100 Long Beach Blvd, 7<sup>th</sup> Floor  
Long Beach, CA 90802  
Tel: (562) 570-5758